



Director, Assessment

Non-Classified Classification

Open for Recruitment: November 5, 2012 – Open until filled

Announcement # NONCLS000861

Salary Range: \$31.25 - \$35.58 hourly (\$65,000 - \$74,006 yearly) [-Plus Competitive Benefits!](#)

Location(s): Boise

SPECIAL NOTIFICATION: This position is exempt from classified state service and the rules of the Division of Human Resources and the Idaho Personnel Commission.

The State Department of Education has an opening for an Assessment Director in Boise.

The State Department of Education (SDE) is seeking a qualified candidate for the position of Assessment Director to oversee eight statewide assessments: the Idaho Standards Achievement Test (ISAT), the Idaho Standards Achievement Test Alternative (ISAT-Alt), the Idaho English Language Assessment (IELA), the Idaho Reading Indicator (IRI), the National Assessment of Educational Progress (NAEP), the SAT and ACCUPLACER (College Entrance/Placement Exams), and the Formative/Interim Assessment program. The ISAT (inclusive of the ISAT-Alt) assessment program is the statewide standard achievement student testing program, consisting of annual standardized achievement testing in Reading, Language Arts, Math and Science. The IELA assessment program is the statewide K-12 testing program for students in a Limited English Proficiency (LEP) program, consisting of the ELL Placement Test and the annual IELA. The Idaho Reading Indicator (IRI) is the statewide reading inventory for K-3 students. The National Assessment of Educational Progress (NAEP), the "Nation's Report Card," is the federally mandated national assessment, comprised of Reading and Math. The SAT and ACCUPLACER currently fulfill the High School Graduation requirements for all juniors to take a College Entrance exam. The Formative/Interim Assessment program works with Schoolnet to house an item bank for district use and assists districts in understanding the essential components of assessment literacy.

The Assessment Director at the SDE reports to the Deputy Superintendent for the 21st Century Classroom Division. The Assessment Director performs work of considerable difficulty and exercises independent judgment, initiative, and leadership under administrative direction. The position directly supervises five Program Coordinator and one Program Specialist positions. The incumbent will provide oversight of program administration, public relations, and oversee contract management for the statewide assessment programs, and is responsible for coordinating with assessment directors of other State Departments of Education across the nation. This is a full time position serving under an appointment of the State Superintendent of Public Instruction.

QUALIFICATIONS:

This position requires a leader who can manage multiple projects and staff members in a fast-paced environment. We are looking for someone who not only has a strong knowledge of large-scale assessment practices but also can effectively manage a staff with diverse talents and projects. Some of the specific qualifications of the ideal candidate include:

- Master's Degree from an accredited college or university OR a Bachelor's Degree with a minimum of five years of supervisory and assessment experience.
- Experience with program management, planning and coordinating programs and projects.
- Knowledge of developing support and tools for assessment programs.
- Knowledge of principles, techniques, and objectives in conducting assessments and evaluations.
- Good public relations and interpersonal skills.
- Experience explaining specialized or complex material to the public.
- Experience as liaison with customer/partner groups.

- Experience interpreting federal and state laws, rules, regulations, and policies and advising on their requirements.
- Experience managing all aspects of contracts, from developing requests for proposals to managing the contract for services.
- Solid writing ability and ability to create technical reports. Ability to translate technical reports for lay audiences.

Extra consideration will be given for the following desired qualifications:

- Education with an emphasis in testing and evaluation.
- A doctorate in education, assessment, or other comparable experience.
- Advanced statistics knowledge and application.
- Administrative experience in the field of public education.
- Experience running a large-scale assessment program at the state or large district level.

TIMEFRAMES:

All applications received for this opening will be reviewed and screened to determine the most suitable candidates to be called for interviews. **Application review will be ongoing. Application screening will continue until the position is filled. The State Department of Education seeks to fill this position by January 2, 2013, but start date is negotiable.** For the right candidate, the State Department is willing to negotiate an early summer start date. It is to the applicant's advantage to submit materials as soon as possible.

Finalists may be asked to provide additional information, documentation, or transcripts. **Interview dates will be ongoing.** Those applicants not selected will be notified. **This announcement will be closed without notice once a qualified candidate is identified and accepts the position.**

SPECIFIC JOB RESPONSIBILITIES:

- Oversees the ISAT, ISAT-Alt, IRI, NAEP, IELA, College Entrance, and Formative/Interim testing programs.
- Oversees and assists with annual Accountability Systems: Adequate Yearly Progress (AYP), Star Rating, and Annual Measurable Achievement Objectives (AMAOs for the IELA).
- Oversees state and federal accountability and reporting requirements for the assessment programs, including the ESEA Waiver.
- Oversees district monitoring of state and federal assessments.
- Oversees assessment program planning, development, and delivery as well as compliance with state and federal guidelines.
- Actively participates in program evaluation.
- Actively participates in the next generation of assessment development, inclusive of the Smarter Balanced Assessment Consortium, the Language Proficiency Assessment Consortium (ASSETS), and the Alternative Assessment Consortium (NCSC).
- Consults with other state programs to learn of best practices to be used as possible models in Idaho.
- Recommends enhancements to existing assessment programs to most effectively meet program requirements.
- Work with Assessment Coordinators to develop program work plans, timelines and implementation strategies.
- Provides consultation and assistance on program planning, as well as development and implementation.
- Consults with and provides problem solving assistance on matters related to the assessment programs to staff, the Department of Education, school districts throughout the state, teachers, and the general public.
- Oversees assessment program budgets and authorizes expenditures.
- Serves as liaison between program leadership, federal, state, local agencies, citizen groups and grantors/contractors.
- Coordinates with other State Department of Education divisions, such as the Information Technology and Federal Programs staff.
- Identifies, trains and coordinates with program committees, advisory groups, and school district representatives.

- Train and advise on program and implementation of assessment policies and best practices.
- Identifies and works with other agencies and organizations as project partners.
- Develops, recommends and implements strategies to encourage and obtain stakeholder and/or community support.
- Plans, facilitates and conducts meetings.
- Speaks before groups and works with individuals to promote public awareness and advocacy of data-driven decision making.
- Oversees multiple layer contracts with vendors responsible for developing and administering the statewide assessments.
- Oversees contractor reports to determine program progress, quality and quantity of service and compliance with laws, standards and guidelines.
- Provides training and assistance to schools and school districts related to the data collection, data validation, interpretation of results, assessment policies and best practices.
- Reviews assessment and accountability data and reports for clarity and accuracy.
- Use database and statistical software packages to extract analyze and report data from various databases and files.
- Coordinates other duties associated with the assessment and accountability programs, as assigned.

TO APPLY:

Please submit **1.)** a letter of interest, **2.)** the professional staff employment application (see link below), **3.)** your resume'/CV, and **4.)** three (3) professional letters of recommendation OR the names and contact information of three (3) professional references to:

State Department of Education
Human Resources Office
650 W. State Street
P.O. Box 83720
Boise, ID 83720-0027
Fax: (208) 334-2228
E-Mail: hr@sde.idaho.gov

Your letter of interest and/or resume' should specifically address how your education and work experience meet the responsibilities, qualifications, and required skills of the position. The professional staff employment application and veteran's preference information can be found at:
http://www.sde.idaho.gov/site/job_openings/

Application materials may be dropped off, mailed, faxed or submitted electronically. By electronic submission, applicants certify that the information they are providing is true and correct even without an actual signature.

**Thank you for your interest in employment with the
 State Department of Education!**

OVERTIME NOTICE: At the discretion of the appointing authority, compensatory time off may be provided in lieu of overtime cash compensation.

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. In addition, preference may be given to veterans who qualify under state and federal laws and regulations.